Action Officer's Course

October '04

Programs & Resources

(Part II) FISCAL DIVISION

Agenda

- Who we are
- What we do
- What we need from you

Who We Are

Investment Branch (PMC, PANMC, R&D)
RFI

O&M Branch (O&MMC, O&MMCR) **RFO**

MilPers Branch (MPMC, MPMCR) **RFM**

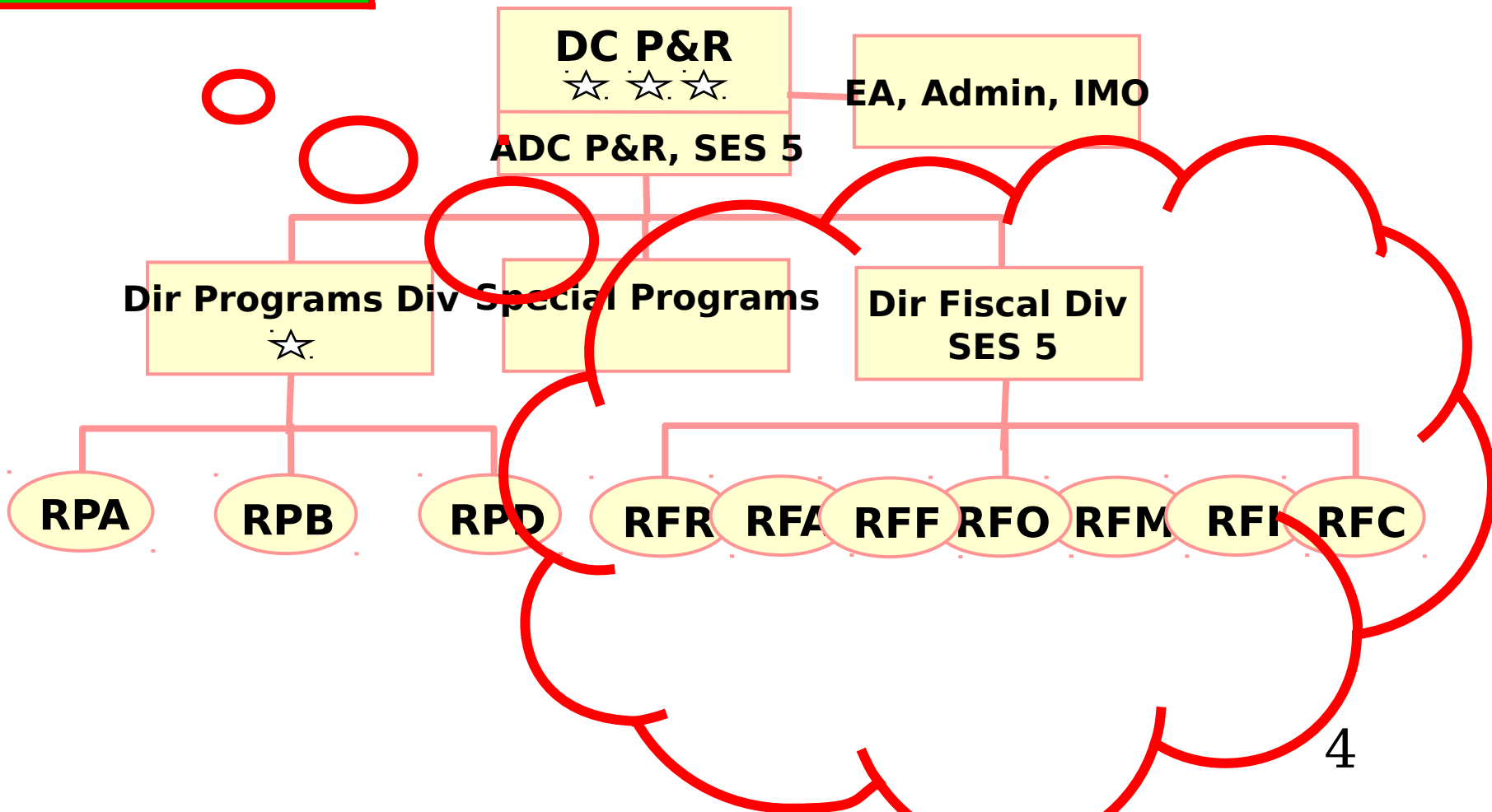
Finance Branch (Disbursing Functions) **RFF**

Accounting/Auditing Branch
RFA/RFR

Coordination Branch (Liaison) **RFC**

Fiscal Division (P&R)

Control of $ $ Execution

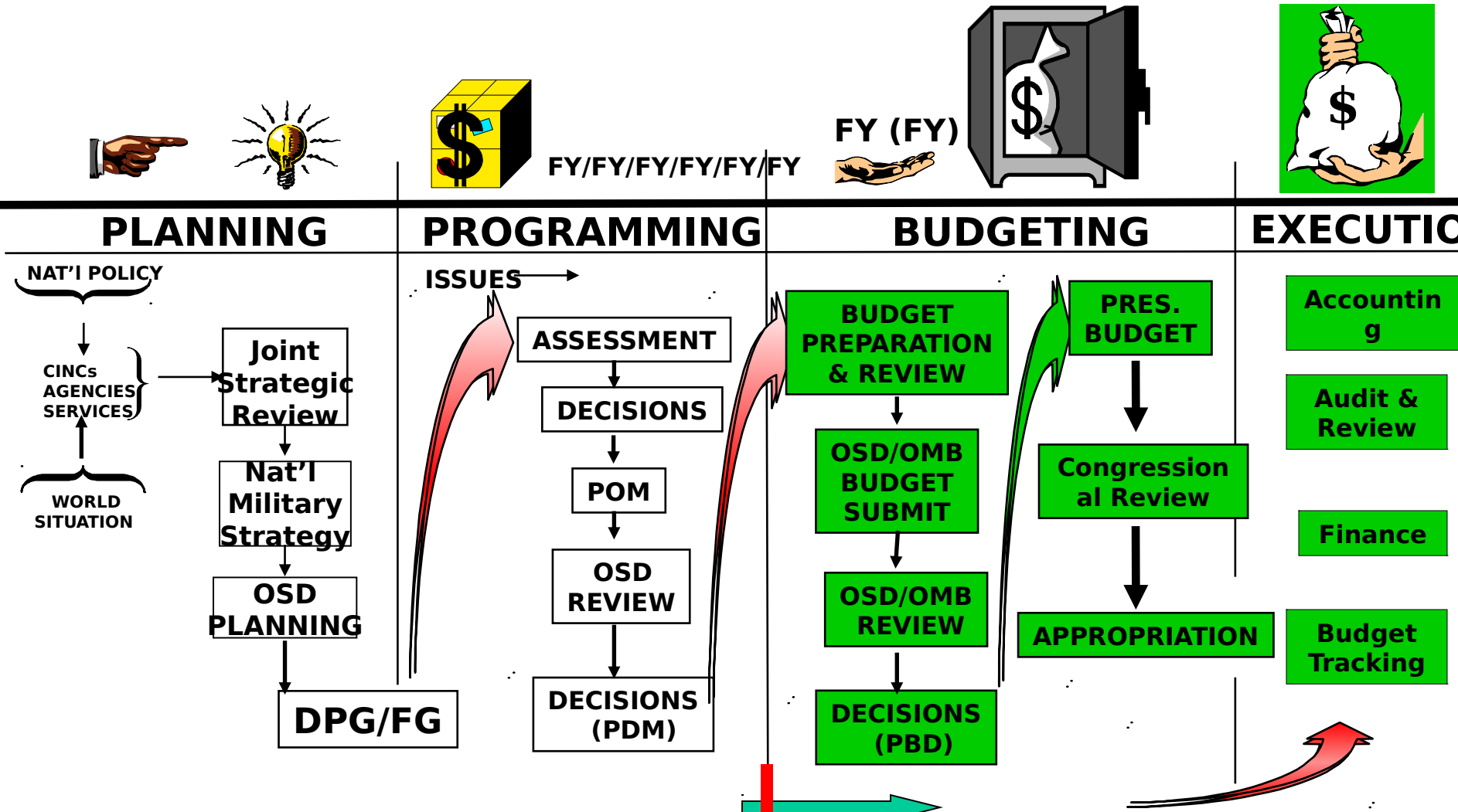


What We Do

- Budget Formulation
- Budget Execution
- Liaison with USN, OSD, Congress for all $$ issues

“The Command[illegible]troller”

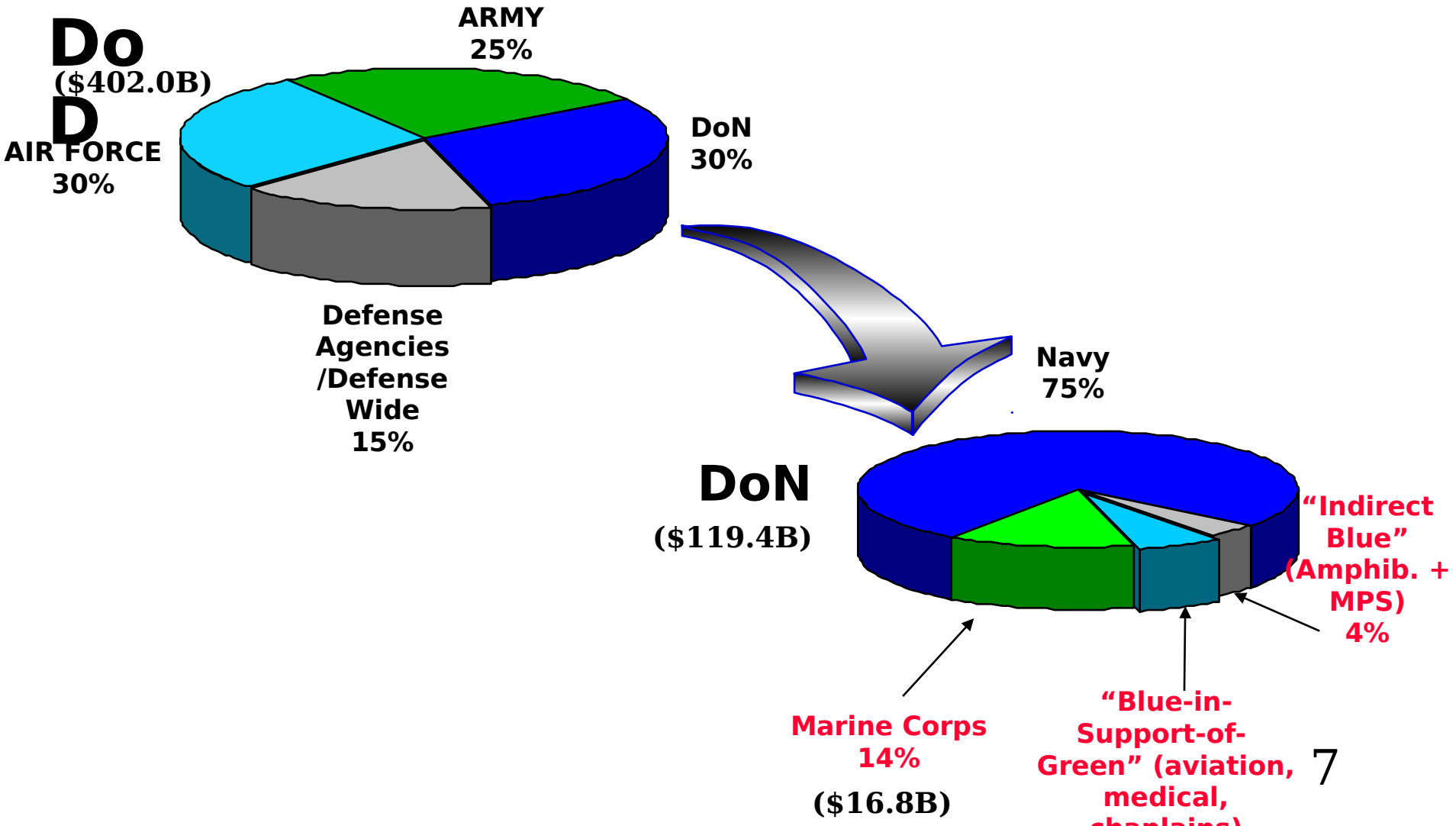
PPBE: The Process



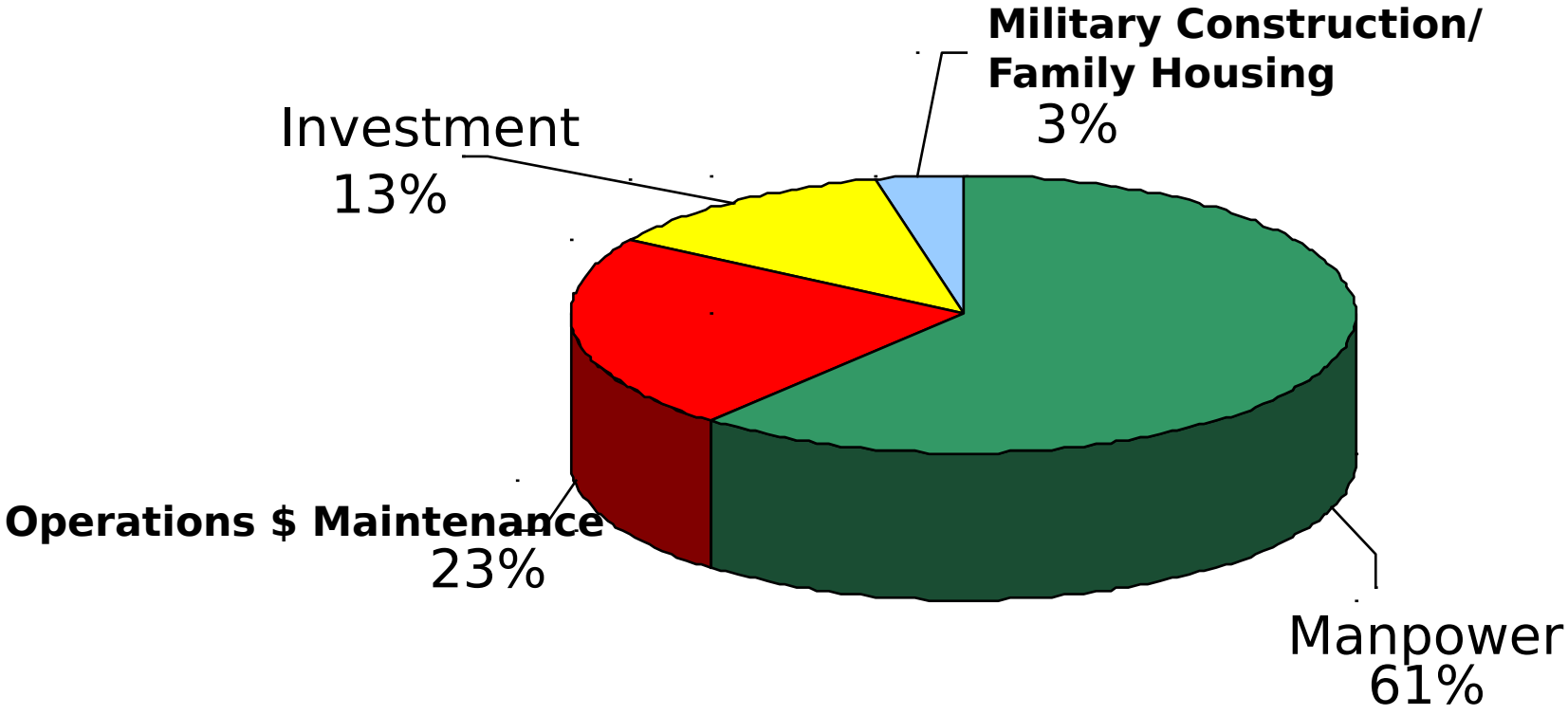
"Programmers"

"Budgeteers"

Funding the Navy-Marine Corps Team FY05



FY 2005 Funding Mix



Total "Green" Budget $16.8B

What We Need From You

How many HMMVW's are armored, painted green, and en route *from* Iraq? *Who* wants to know this?

Action Items You Might See

- Congressional
  - Questions for the Record
  - Congressional Data Requests
  - Requests for Information
  - Testimony Preparation (CMC/ACMC)
  - Unfunded Programs List (UPL)

(In concert with OLA)

- Budget
  - Info for briefs (SECNAV/DEF, CMC, Congress Staff)
  - Input for Formulation
  - Requests for Billpayers
  - Contingency Costs Input
  - Urgent “UNS”

Action Items - Media

- Requests by Phone/Email
- Requests by System (P&R Portal)
  - Unfunded Programs List (UPL System)
  - Congressional Inquiry (IRS)
  - Testimony Prep. (CMC Test. Prep. System)

All systems available at the below link:

(https://hqipom1.hqmc.usmc.mil/portal/servlet/GlobalLogin) or on P&R's home page

Unfunded Programs List (UPL)

- Official, direct communication to Congress *after* budget is submitted of <u>what we need</u>

- Detailed form and
  "18 questions"

- Hundreds of items input; handful selected

CMC Testimony Preparation

- Briefs
  - Information Papers*
  - Questions and answers

- Stick to format
- See back up slides for "do's and do nots"
- Input to P&R via CMC Prep. Brief system

*Format available on DMCS website

Response to Congressional Inquiry

- **Inquiry Response System (IRS)**
- **Cross Department Staffin**
  - must be internall
- **Time Sensitive**
  - quick turnaround means $
- **Must be clear, concise, well written**
- **Response is the *Marine Corps'* position**
- **See back up slides for "do's and don'ts"**

In General….

When responding to P&R action items for budget/congressional matters:

- There may be only one person between your product and the Congress/Flag Officer
- Timely, well written and researched products have best chance of favorable action for

  USMC $$!!
- Remember, you are speaking for the whole Corps, not just your program or division

Golden Rule…s

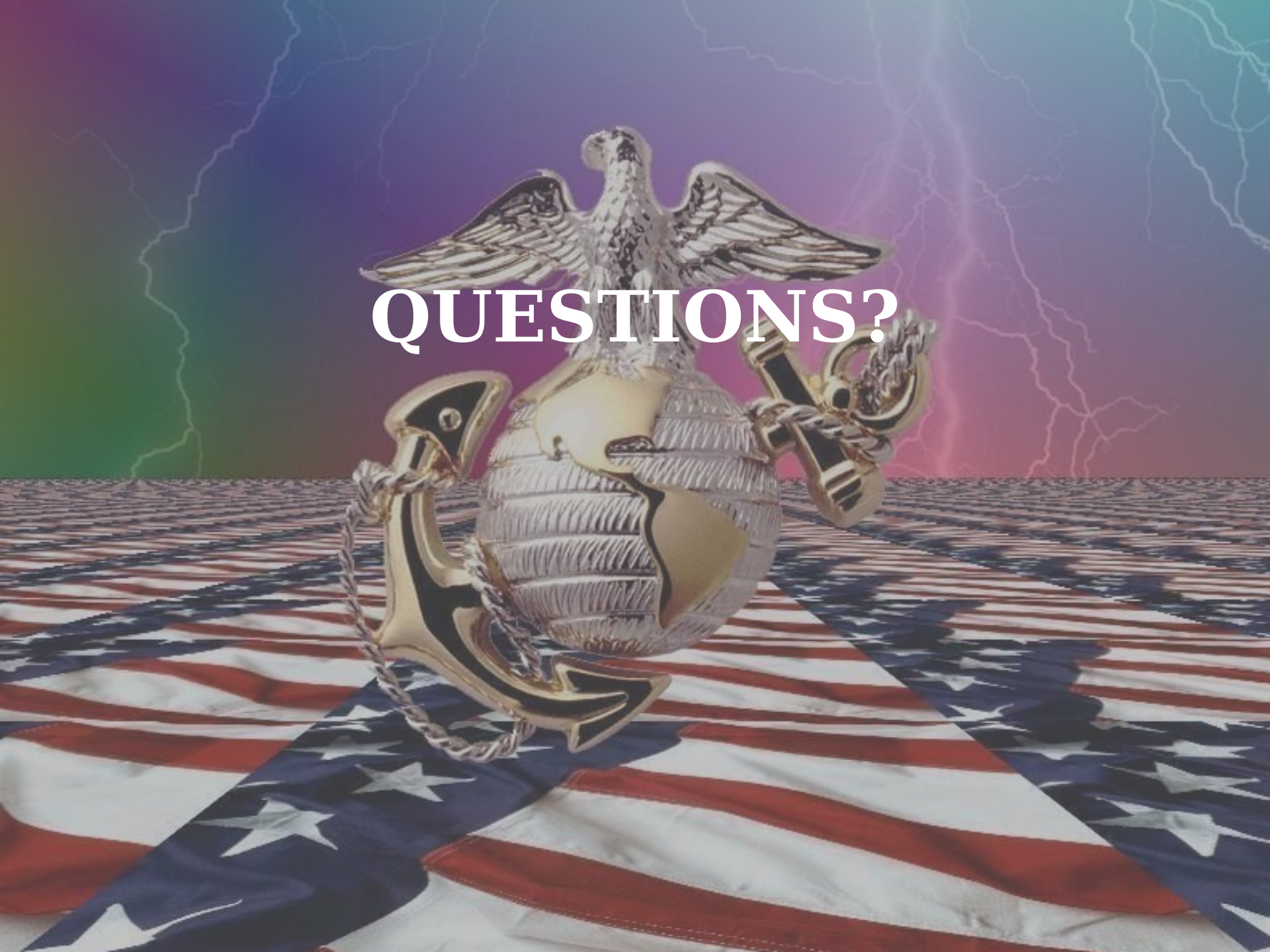
COST OF WAR

-OEF/ONE/OIF

Constantly monitored/Updated

- Data calls
- New c
- Depot throughput
- OPTEMPO
- Status of equipment
-

<u>Contingency Cell (in RFC)</u> is the primary point of contact for all cost estimates


QUESTIONS?

Points of Contact

-Budget Coordination (RFC)

Branch Head Mr. Tom Hafer *692-5713*

Deputy Branch Head Mr. Fred Lickteig *692-5745*

Budget Team Ms. Ireathea Hill *692-5750*

Congressional Team Capt. Aaron Knepel *692-5739*

Contingency Cell Maj. Roberto Richards *692-5099*

-Military Personnel (RFM)

Branch Head LtCol William Mizerak *692-5384*

Deputy Branch Head Mr. Eddie Pagan *692-5383*

-Investment (RFI)

Branch Head Mr. Chris Harden *692-5710*

Equipment Section Maj. Dennis Ingram *692-5502*

Facilities Section Capt Eri Brinkerhoff *692-5707*

-Finance (RFF)

Branch Head Mr. Herman Leeman *614-2224*

-Operations (RFO)

Branch Head Ms. Debra Connelly *614-9127*

Deputy Branch Head LtCol. Nancy Hurless *614-9262*

Prog Dev/Budget Formulation Ms. Katy Hagan *692-5103*

Op Forces/Training Ms. Cara Tener *692-5401*

Base Ops Maj. David Schenkoske *692-5712*

Execution Section Ms. Mary Cooney *614-9289*

Civ/Pers Allocation Ms. Bernita Stringfellow *692-5418*

-Acct & Finance Sys (RFA)

Branch Head Mr. Marc Brito *614-22*

Deputy Branch Head LtCol. Jacqueline Melton *614-4988*

Managerial Section CWO2 Tony Brochu *693-2290*

Financial Sys Section CWO5 Janet Bernhardt *614-7519*

Dept Reporting Section Ms. Flora Temple *614-2152*

-Audit & Review (RFR)

Branch Head Mr. Bob Kassel *614-92*

Deputy Branch Head Mr. Gene Healy *614-4990*

Do's and Do Nots

When answering congressional inquiries (and other actions):

- Always abbreviate first use of an acronym. You know what it means. Be sure they also know what it means.

  Common errors: MAGTF, MCAS, C4, JSF, SOCOM, MILPERS

  Exceptions: US, NATO, USMC (not MC!), UN
- When responding to funding issues, be consistent with answers provided in $ millions or $ thousands and do not use both to avoid confusion. Do not use $M or $K (always spell it out). Finally, always list the scale of the answers provided in a table in parentheses (e.g., ($ in millions)).
- Direct responses are preferable. When possible, begin your answer with a "Yes" or "No," and then elaborate (if necessary).
- Avoid preaching tone or talking down to your audience.

  Example: The goal of Tacair integration is simple …(sounds pedantic)

  Better: The goal of Tacair integration is to make the most cost-efficient use of our Navy/Marine Corps aviation assets by promoting enhanced interoperability, reducing training/logistics support and maintenances costs, thereby improving overall mission performance.
- Always capitalize the "C" in Congress and always use lower case for the adjective "congressional" (unless it begins a sentence).
- The program of record is always the President's Budget. Information requested on current estimates must reflect the President's Budget position until a new budget (or a Budget Amendment or Supplemental) has been approved.
- Use "bullets" not lengthy narratives when offering examples or listing arguments pro or con.

  Why? There's a better chance that such answers will actually be read, understood and remembered.
- Be honest. If an error was included in the President's Budget, testimony or in a previous congressional response, say so and explain clearly and unapologetically why the error happened (if known).
- Don't speculate. Unless there is a specific decision document that identifies the reason(s) for a programmatic or budgetary adjustment, refrain from offering an opinion on why the change was made.
- Avoid editorializing.
- Do not promote USMC programs/doctrine by drawing unfavorable comparisons with the other Services. Stress the unique contributions of the USMC instead.

Do's and Do Nots (con't)

- Do not make definitive statements on program capabilities/benefits until they are actually demonstrated via testing. Instead say that the goal or intent of the program is to…
- It is always appropriate to state that the Marine Corps does not have a position if that is so. If a decision is pending, indicate that the matter/issue is currently under review.
- When using a legal citation, include the relevant statute (e.g. Title 10, U.S.C. (United States Code).
- A program is never "funded" in the budget until Congress appropriates funding for it. Instead, say that a program is included in the FY 04 President's Budget request, or that funding in the amount of X has been requested in the FY 04 President's Budget for the program.
- If Congress proposes a plus-up that is not listed on the CMC Unfunded Programs List (UPL), our position is not to support the proposed increase, and our response must reflect that position.

  Why? Almost every congressional plus-up comes from funding diverted from other programs in the budget that the Administration and the CMC have approved. The budget request is carefully constructed to be in balance and congressional adds without outyear tails or corresponding support funding frequently cannot be executed or sustained.
- When presenting budget information in a table, don't forget to include the appropriate dollar denomination in parentheses (e.g., ($ in millions), ($000), etc.). Spell it out when used as part of a narrative response (e.g., the Marine Corps requirement in FY 04 is $18.4 million).
- When citing an operational requirements document or some other authoritative decision document (such as a SECNAV memorandum), give the date of the latest, approved version of that document in the response.
- ALWAYS use spell check/grammar check after each revision of a response. Copy the response in IRS onto a Word document to perform the checks.